

# Microsoft Word – Formatting Your Resume

Compiled by the *Community  
Technology Empowerment  
Program - SPNN and Right  
Track*



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*Workshop (3 of 4) – Workshops 2 and 3  
work best together as one 3-hour session*

1.25 Hours

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# Lesson Plan

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**Program Leaders Needed:** 1 program leader necessary, but additional volunteers are helpful. One volunteer for every three participants is advised.

**Time Estimated:** 1.25 Hours

**Material/Equipment Needed:**

- 1 computer with Microsoft Word and an Internet connection per participant
- 1 copy of *Handout #1 – Microsoft Word Matching Exercise* per participant
- 1 copy of *Handout #2 – Format Your Resume* per participant

**Objective:** Participants will learn how to format their resume, using content developed in Workshop 2 (Creating Your Resume). Also an opportunity for youth to earn a certificate in the Northstar Digital Literacies Microsoft Word exam.

## 1. Warm Up – Word Matching Exercise ~ 15 minutes

*-Distribute 1 copy of Handout #1 – Microsoft Word Matching Exercise to each participant*

- Youth may complete this exercise individually or with a partner. Once youth have completed the exercise, ask them to share answers with the group while self-correcting the handout.

## 2. Format Your Resume ~ 25 Minutes

*-Use computers for this exercise*

*-Youth should work from the resumes begun in Workshop 2*

*-Distribute 1 copy of Handout #2 – Format Your Resume to each participant*

- Before beginning the exercise, discuss with the group the importance of formatting your resume appropriately. Why does it matter?
  - *If youth are struggling to come up with ideas, remind them: employers want to know that you can pay attention to detail. If they see errors and sloppy formatting on the resume, they will not trust you to do good work on the job.*
- As a group, review *Handout # 2 – Format Your Resume*. Instruct youth to review the resumes they created in Workshop 2 and check off each formatting item on Handout #2. Copies of sample resumes from Workshop 2 may also prove useful for reference.
  - *Remind youth to check their resumes for errors and to delete any text leftover from the original Resume Template.*
- Tell youth to use *Handout #1 – Microsoft Word Matching Exercise* as a refresher if they need help finding the formatting commands.
- Guide youth through the process of formatting their resumes.
- Tell students to save their work but to keep their resumes open on their computers.

## 3. Administer Microsoft Word Northstar Certification Test ~ 30 minutes

This test can be given informally to help youth gauge what they still need to learn how to do. It can also be offered as a proctored assessment if your organization is certified to proctor the test. To learn how to be a Northstar Digital Literacy sponsor site [here](#).

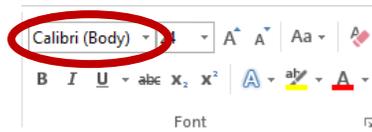
**4. Add Microsoft Word Northstar Certification to Resume ~ 5 minutes**

- Passed: Have participants add the Microsoft Word Northstar Certification to the Achievements section of their resumes.
- Not passed: Have youth look at the mistakes they made on the test so that they can see areas for improvement. They may print out their test results for future reference.
- Save the students' resumes on a google drive folder/flash drive so they can be either printed for them or sent to their respective email addresses.

# Handout #1 – Microsoft Word Matching Exercise

Instructions: Match the image in the center to the correct term on the left and the correct definition on the right.

Bold



Adjusts the amount of space in between each line in a document

Underline



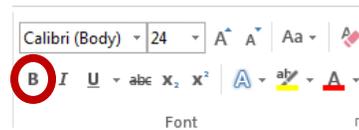
Choose a particular writing style for your document

Alignment



Adds dots at the beginning of each text line. Used mostly for lists

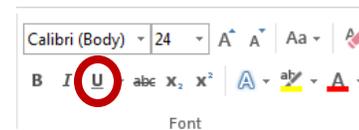
Line Spacing



Bullets

Adjusts where a paragraph or line of text begins. Can be left, center or right oriented

Font Style



Makes words in a document thicker and eye-catching



Makes words in a document appear with a line underneath it

Instructions: Match the image in the center to the correct term on the left and the correct definition on the right.

Undo



The white space that surrounds the content for your document

Cut



File extension that indicates that your document is compatible with Microsoft Word

Grammar Check



It deletes the highlighted section, but creates a copy of it

Print



This command takes back the last action that you did on a document

.docx



Command that lets you change the way the page is oriented (horizontally or vertically)

Margins



Command that lets you make a physical copy of your document

Portrait/Landscape Orientation



Command used to proofread your document and correct any typos or human errors

## Handout #2 – Format Your Resume

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Use the following tips to format your resume.

- *Use a standard **font style***
  - Arial, Calibri, Garamond, Georgia, Times New Roman
- *Use a **font size** between 14-16 for:*
  - Your first and last Name
  - Section headers
- *Use **font size** 12 for:*
  - All other text (job titles, bullet points, etc.)
- *Set **line spacing** to*
  - Single Space: 1.0
- ***Center align***
  - Your first and last Name
  - Your address
  - Your phone number
  - Your email address
- ***Bold***
  - Your first and last name
  - Section headers (Examples: “Work Experience,” “Skills,” etc.)
  - Any work or volunteer job title
- *Turn into **bullet points***
  - Tasks performed in a paid or volunteer position
  - Skills/certifications/awards

